

Franklin County DIAL/SELF Job Description

Title: Building & Grounds Keeper

Department: Administration

Primary Supervisor: Operations Coordinator, Jackie Call

Status: Full time (37.5 Hours per week), non-exempt hourly employee

Job Summary: DIAL/SELF is committed to creating a culture of diversity, equity and inclusion, and the work of this position requires that applicants be able and willing to embrace this commitment.

The Building & Grounds Keeper will support the needs of the properties owned, leased and managed by DIAL/SELF and its LLCs. The BGK will perform needed tasks in accordance with maintenance schedules and work with volunteers and contractors to assist when additional support is required.

Prevention and work location considerations:

Staff may be required to wear PPE such as masks on site in certain situations. There is an expectation of on-site work throughout Franklin and Hampshire Counties for the majority of paid time, with a limited amount of remote work possible after a provisional employment period is completed.

As of the version date below, DIAL/SELF leases, owns or manages properties in Greenfield, Turners Falls, Orange, and Northampton, MA. Properties are a combination of program/office space and residential apartments. This position is an in-person position that requires regular travel and working in apartments occupied by youth and young adults.

Preferred Qualifications:

- Lived experience of navigating homelessness and housing instability as a youth under 25 years old
- Spanish or American Sign Language fluency
- 24+ months of maintenance and landscaping experience

Required Qualifications:

- Appropriate maintenance and landscaping experience
- Appropriate training and education
- Ability to manage stressful situations, prioritize, problem-solve effectively, and maintain professional boundaries
- Effective communication and interpersonal skills for interacting with program participants, tenants, other providers, contractors, staff and community members
- Basic competency with smartphones, tablets, email and web-based data entry systems
- Ability to provide coverage as part of a 24 hour internal on-call hotline team on a rotating schedule with other staff
- Ability to climb ladders
- Ability to walk up and down 3 flights of stairs, use heavy machinery and lift and carry 80lbs (ex: trash/recycle bins ice melt, concrete, equipment, etc..)
- Must have a valid driver's license, reliable transportation, and have safe driving record with no major faults in last 3 years
- CORI, SORI, DCF and FBI background checks required by funders

Duties and Responsibilities:

- Complete initial orientation and position training
- Clean, sanitize and fix property, common spaces and apartments as needed [vacuum, mop, trash/recycle removal, deep clean, power wash, etc.]
- Maintain buildings and grounds in accordance with agency property maintenance schedules
- Complete minor repairs for apartments and common spaces such as, but not limited to, painting, patching, fixture replacement, light bulbs and smoke detector replacements and other regular wear and tear items.
- Manage basic landscaping as needed such as lawn mowing, line trimming, hedge trimming, leaf management garden management and/or supplement landscaping contractors as needed
- Shovel, snow blow, Plow and/or supplement snow plow contractor as needed
- Coordinate with other agency staff and landlords as needed
- Interact with and support contractors as needed
- Participate in regular staff meetings, clinical trainings, and individual supervision
- Support agency peers as needed with tasks as part of team approach to support the needs of agency programs

Compensation:

- \$21/Hour (+0.50/hour Spanish/ASL Fluency, +0.50/hour relevant Lived Experience experiencing homelessness as a YYA, +0.50/hour for 24+ months of directly relevant experience)
- Rate of pay is determined by annual budget and not subject to negotiation.
- Health New England, Delta Dental (70% employer paid)
- MA Extended Family & Medical Leave (100% employer paid)
- 12 Paid Sick & 21 Days of Paid Time Off per fiscal year at starting
- 403(b) Retirement plan with limited company match
- Up to 1.5 hours of paid self-care time per week
- Retention Bonus after 1 year (\$600)